

## Review by Appointment

A permit application can be reviewed using the *Review by Appointment* process at the request of the applicant. The following guidelines will apply:

### Initial Meeting

*To schedule the review, the designer must meet with a plans examiner to determine the scope of the project.*

This meeting is to help us determine how much work is involved and the people needed. It will also allow us to discuss the review process with the designer. A telephone conversation may be sufficient in some cases.

### Schedule

*All reviewers must be available.*

The purpose of the *Review by Appointment* is to provide a finished review of all the building plans at the time of the appointment. This requires that all the reviewers be available at that time.

*Three weeks is the expected minimum lead-time.*

An appointment can be made at the earliest available review time. The two factors are the availability of plans examiners and the number of plans already on the schedule.

*The designers must be present on the scheduled date.*

We will make every effort to complete the review at the time of the appointment. This will frequently require work to be done by the designers. Therefore, we will require the designers (and builder?) to be present the whole time of the review.

### Preliminary Drawings

*The best possible preliminary plans must be provided a week before the appointment.*

To allow us to make the best review at the time of the appointment, two (2) sets of preliminary plans must be provided. We will make a quick evaluation of the thoroughness of the design, identify major

code issues which may not have been addressed, and perform any research on our part which we might do before the plan review.

### Permit Fee Payment

*Payment of the permit fees is required.*

Payment must be made before the review. Since the fee can be substantial, it is recommended that the payment amount be determined prior to the review.

### Four Copies of Drawings

*Every reviewer requires a separate copy.*

Each reviewer will review a set by himself. One set will be used for the permit jobsite copy; another for our file copy.

These two sets will be prepared after all reviews are complete and will include all notes and revisions made during the reviews. If the designer wants to make revisions to his copy, they can use the left-over sets.

A total of four (4) sets is required. We will only keep one copy of the plans in Building Inspections after the permit is issued.

### Permits Issued

*The permits will normally be issued the following day.*

Permits can only be issued if the City has approved all the site plans.

If the review is finished early enough, we may be able to issue the permit the day of the review.

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|---|---|
| <input type="checkbox"/> Initial Meeting        | <input type="checkbox"/> Preliminary Plans  |
| <input type="checkbox"/> (4) Sealed Review sets | <input type="checkbox"/> Permit Fee Payment |